



**JUSTICE CABINET  
DEPARTMENT OF  
JUVENILE JUSTICE  
POLICY AND PROCEDURES**

**REFERENCES:**  
**505 KAR 1:120**  
**3-JTS-4C-28, 29**  
**3-JDF-4C-27, 28**  
**3-JCRF-4C-15, 16**  
**1-JDTP-3B-07, 08**  
**1-JBC-4C-28, 29, 30**

<b>CHAPTER: Health and Safety Services</b>	<b>AUTHORITY: KRS 15A. 065</b>
<b>SUBJECT: First Aid, AED, and First Aid Kits</b>	
<b>POLICY NUMBER: DJJ 404.7</b>	
<b>TOTAL PAGES: 2</b>	
<b>EFFECTIVE DATE: 4/4/2014</b>	
<b>APPROVAL: A. Hasan Davis</b>	<b>, COMMISSIONER</b>

**I. POLICY**

Each Department of Juvenile Justice (DJJ) facility shall have qualified staff for the administration of first aid and adequate first aid kits available.

**II. APPLICABILITY**

This policy shall apply to day treatment programs, group homes and youth development centers and shall govern the actions of detention centers in complying with applicable sections of DJJPP Chapter 7 (Health Services and Suicide Prevention and Intervention).

**III. DEFINITIONS**

Refer to Chapter 400.

**IV. PROCEDURES**

- A. Youth Workers, and other personnel as designated, shall complete Life Safety Training including annual skills review. Reference DJJ Chapter 5 (Training Requirements, Special Staff Groups and Specialized Task Training).
- B. All Youth Workers shall be trained in the facility emergency preparedness plans and certified in first aid , cardiopulmonary resuscitation (CPR),and Automatic External Defibrillator(AED).
- C. Each DJJ program shall have available adequate first aid kits and one AED machine at designated areas of the facility as determined by the health authority in conjunction with the superintendent. The health authority shall establish procedures for the first aid kit and AED use by non-medical staff. The contents, number, and procedures for monthly inspections of first aid kits and the AED shall be in accordance with protocol approved by the primary health care provider or designee.

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- D. First aid kits shall be placed in living, education, recreation, work, and support areas of DJJ programs. A first aid kit shall accompany youth or youth groups during outdoor trips or programs.
- E. The Registered Nurse or designee shall inspect first aid kits and AED monthly, replace missing or expired supplies, and maintain an inspection log. In programs without a full-time Registered Nurse, this activity may be conducted by a health-trained staff.
- F. Certain basic principals shall be applicable to the emergency treatment of injuries or sudden illness of any youth. All staff members shall be informed and prepared to administer first aid while waiting for medical personnel to arrive.
  - 1. The first aid action may include:
    - a. Maintaining an airway;
    - b. Stopping severe bleeding;
    - c. Preventing and treating shock;
    - d. Protecting a wound with sterile or as clean a dressing as possible;
    - e. Keeping the injured youth laying down and covered;
    - f. Observing and re-evaluation of the youth until professional medical help is available.;
    - g. The use of an Auxilary External Defibrillator (AED); and,
    - h. Administering CPR.
  - 2. If chemicals are suspected of being abused, the youth shall be checked by staff every 15 minutes during sleep time for breathing, color and temperature. Any observed abnormalities shall be reported for further instructions. These 15-minute checks shall be documented.

## **V. MONITORING MECHANISM**

Monitoring shall be accomplished by the Registered Nurse or designated health-trained staff, the Superintendent, the Quality Assurance Branch, and the Medical Director or designee.